

REASON FOR THIS POSITION					POSITION DESCRIPTION COVER SHEET		
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER					
<b>RECOMMENDED</b>							
4. TITLE					5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE    Support Scientist					9. INCUMBENT <i>(Optional)</i>		
<b>OFFICIAL</b>							
10. TITLE    Chemist							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER
GS	1320	31	05	MONTH/DAY/YEAR	YES	NO	MS
				4/22/2002			
<b>18. ORGANIZATIONAL STRUCTURE <i>(Agency/Bureau)</i></b>							
1 <sup>st</sup>				5th			
2nd				6th			
3rd				7th			
4th				8th			
<b>SUPERVISOR'S CERTIFICATION</b>							
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.							
19. Supervisor's Signature			20. Date		22. Second Level Supervisor's Signature		23. Date
21. Supervisor's Name and Title				24. Second Level Supervisor's Name and Title			
<b>FACTOR EVALUATION SYSTEM</b>							
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS		
1. Knowledge Required			6. Personal Contacts				
2. Supervisory Controls			7. Purpose of Contacts				
3. Guidelines			8. Physical Demands				
4. Complexity			9. Work Environment				
5. Scope and Effect			27. TOTAL POINTS			27.	
Grade based on JFS for Professional Physical Science Work, GS-1300P (HRCD-4, 12/97)				28. GRADE		28.	
<b>CLASSIFICATION CERTIFICATION</b>							
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.							
29. Signature    /S/ MARILYN STETKA					30. Date    4/22/2002		
31. Name and Title:    Marilyn Stetka, Human Resources Specialist (Classification)							
32. Remarks: FLSA: N    Nonsensitive/low risk    FPL: GS-11    Standard Job #1320-05					33. OPM CERTIFICATION NUMBER		

## MASTER RECORD/INDIVIDUAL POSITION DATA

*THIS SIDE TO BE COMPLETED BY THE CLASSIFIER*

A. KEY DATA					
1. FUNCTION (1) A/C/D/I/R		2. DEPT. CD/AGCY-BUR-CD. (4)		3. SON (4)	
				4. MR. NO. (6)	
				5. GRADE (2) 05	
				6. IP NO. (8)	

B. MASTER RECORD									
1. PAY GS		2. OCC.SER (4) 1320		3. OCC FUNC. 31		4. OFF. TITLE CD 0001		5. OFF. TITLE (38) CHEMST	
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) 8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA 5=Mgmt. CSRA 6= Leader LGEG 8=All Others				8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis	
								10. DT. CLASS (6) MO DA YEAR 04 22 2002	
11. EARLY RET. CD. (1) 1=Primary 2=Secondary 3=Foreign Svc. Blank=NA				12. INACT/ACT (1) A I=Inactive A=Active		13. DT. ABOL. (6) MO DAY YEAR		14. DT.INACT/REACT (6) MO DAY YEAR	
								15. AGCY. USE (10)	
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)									
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)									

C. INDIVIDUAL POSITION											
1. FLSA CD. (1) N E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) 0 N 0=None 1=CD 219 3=SF 278 4=AD 392		3. POS. SCHED. (1) A=Sched A B=Sched B 0=Excepted but not A, B, C		4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical		5. COMP. LEV. (4) 05XX			
6. WK. TITLE CD. (4)		7. WK TITLE (38)									
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th								9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE			
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes		13. DUTY STATION (9) State (2) City(4) County 3		14. BUS. CD. (4)		15. DT. LST. AUDIT (6) MO DAY YEAR	
										16. PAS. IND. (1) Blank=N/A 1=PAS	
										17. DATE EST. (6) MO DAY YEAR 04 22 02	
18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG 4=Sup./Program 5=RGEG 6=Policy Analysis GEG 7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use						19. DT. REQ. REC. (6) MO DAY YEAR		20. NTE. DT. (6) MO DAY YEAR		21. POS. ST. BUD(1) Y=Perm N=Other	
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)											
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev.				Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev.				Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 9=Other			
23. DT. EMP. ASGN. (6) MO DAY YEAR			24. DT. ABOL. (6) MO DAY YEAR			25. INACT/ACT (1) A 1=Inact. 2=Act.		26. DT. INACT/REACT (6) MO DAY YEAR		27. ACCTG. STAT. (4)	
										28. INT. ASGN. SER. (4)	
										29. AGCY. USE (8)	
30. CLASSIFIER'S SIGNATURE								31. DATE			
32. REMARKS  Standard Job #1320-05											

**A. Major Duties**

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

As a trainee chemist, performs duties that are designed to orient the incumbent in the mission and work of the laboratory.

Receives training in the functions and operations of the organization, agency policies and regulations, the specialty area with which the laboratory is concerned, established analyses and tests performed in the laboratory, and the operation and calibration of common analytical instruments.

Performs experiments which are designed to provide answers for specific research problem areas.

Performs the proper experimental procedure(s).

Searches literature for methods to meet assignment objectives.

Carries out measurements and analyses by applying established chemical methods, using microcomputers when appropriate.

Analyzes the results according to established principles and procedures.

Writes periodic laboratory reports discussing experimental procedures and results.

Undertakes routine care, maintenance, and calibration of common laboratory instruments.

Maintains official laboratory notebook in accordance with good laboratory practices.

Maintains general laboratory cleanliness and, supplies and materials are kept up-to-date.

**B. Evaluation Factors**

**1. Knowledge Required by the Position**

Professional knowledge of chemical principles, theories, and practices sufficient to perform trainee-level duties.

Knowledge of common laboratory methods and procedures.

Ability to calibrate, maintain, and operate analytical instruments sufficient to independently perform measurements and analyses.

Skill to record results accurately, prepare graphic illustrations of these results, and recognize deviations from expected test results.

**2. Supervisory Controls**

The supervisor provides clear, specific and detailed instructions for specific assignments including the analyses or measurements to be made and priorities. The incumbent independently performs assignments as instructed and refers matters not specifically covered to the supervisor. Work methods and end results are reviewed for technical soundness, accuracy and adherence to instructions and established procedures.

**3. Guidelines**

Specific guidelines include established methodology, manuals, technical references, instrument handbooks and precedent investigations. Normally the supervisor will provide the criteria for selecting the most appropriate guides and references to apply in each situation. All deviations from guidelines are referred to senior researchers for recommended action.

**4. Complexity**

Assignments consist of specific, well-defined, routine duties involving well-established analyses and tests that are designed to orient the incumbent in the work and mission of the laboratory. The specific analyses and tests are easily determined, differing only with respect to the substances involved and the determinations to be made.

**5. Scope and Effect**

The work involves the performance of specific experiments, analyses and measurements primarily designed to expose the incumbent to methods, standard practices, and the specialized research project.

**6. Personal Contacts**

Personal contacts are principally with scientists within the immediate work unit or other laboratories within the Center. Occasionally, contacts with scientists outside the Center may be required.

**7. Purpose of Contacts**

Contacts are to report the results and obtain information on how to perform the work.

**8. Physical Demands**

The work requires regular and recurring physical exertion such as standing for prolonged periods of time.

**9. Work Environment**

The work is performed in a laboratory and involves regular and recurring exposure to irritant chemicals. Special safety precautions are required such as fume hoods, etc. Incumbent uses protective clothing and equipment such as safety glasses, gloves, and laboratory coats when needed.

**C. Other Considerations (Check if applicable)**

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: \_\_\_\_\_